

STATINTL

Dne 7/5
: CIA-RDP83T00573R000600010002-6

DDA 77-3750

28 June 1977

MEMORANDUM FOR: Each DDA Office Director

STATINTL

FROM:

Executive Officer, DDA

SUBJECT:

Biographic Profiles

*Hand carried
7/5/77*

The Director wishes to have biographic statements on all supergrades. Would you please have updated biographic sketches on all supergrades in your component submitted to EO/DDA not later than COB Thursday, 7 July. Each biographic sketch must comply with the following: *Tue. 8 July*

- a. There must be an original with a colored photograph, plus two copies.
- b. It must be on one page.
- c. Date of the profile should appear at the lower left-hand side. (Suggest everyone use date of 7 July 1977.)
- d. Profile must cite individual's name, title and grade. If SPS, the specific SPS grade with equivalent supergrade in parenthesis; i.e., SPS-3 (GS-16) or SPS-5 (GS-17).
- e. The profiles will be placed in plastic binders, therefore do not punch holes for notebook.

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Attachments
Samples (2)

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